General encyclopedias and dictionaries provide an introduction to a wide variety of topics, but when a student needs definitions of terminology in a field or a substantive discussion of a concept, a subject dictionary or encyclopedia is most useful. Written by accomplished scholars, the essays in subject encyclopedias are usually followed by bibliographies listing major studies of the topic and by references to related essays in the encyclopedia. Students may use subject encyclopedias in several ways. For example, encyclopedias serve as an introduction to an unfamiliar topic, a means of placing a topic in a broader context, or as a starting point for research on a particular subject. The most relevant encyclopedia in social work is:

Articles on topics, recent trends, activities, and leaders in social work are arranged alphabetically in this irregularly published work. Each article is signed and followed by a bibliography of recent studies. A section of tables of demographic and social statistics, some dating back to 1890 or earlier, is included. A list of topics is outlined in the front of the volumes.

Handbooks, almanacs and yearbooks contain data and often provide overviews of specific subject areas. Subject related almanacs, handbooks and yearbooks are especially useful to students for reviewing recent topics of interest or research findings related to the subject being researched. These types of sources are often published annually, which makes it possible to obtain historical information by consulting earlier issues.

An example of an almanac and a handbook are:

**Social Work Almanac.** (Ref. HV 90 G53). Washington, DC: National Association of
Social Workers, 1992. This useful source contains descriptive and statistical information about demographics, children, crime, education, mental and physical health, the aged, welfare, and other issues relating to social work. References to materials that provide more detailed data and an index are also provided.

Descriptive and statistical information about a country’s aged population is provided in this handbook. Growth of the aged, roles and status of the aged, problems of the aged, research in biomedical and psychological aspects of aging, and information sources on the aged are areas addressed in this comprehensive volume. Extensive bibliographies are included in each section.

Subject yearbooks, sometimes called annual reviews, contain articles on the latest published research and may be used to define and clarify subject matter before beginning a research project. In social work, the Encyclopedia of Social Work provides this type of information and, although it is published infrequently, it serves as a combination yearbook and handbook as well as an encyclopedia. Examples of "annual review" yearbooks in disciplines related to social work are:

Annual Review of Psychology (BF 30 A56). Stanford, California: Annual Reviews, 1950-
New developments in the field of psychology are discussed in several essays covering broad subject areas. The essays vary in length from 20 to 40 pages and include extensive bibliographies.

Annual Review of Sociology (HM 1 A763). Stanford, California: Annual Reviews, 1975-
Sociological developments are introduced in articles that provide in depth coverage and inclusive bibliographies.
CHAPTER TWO: IDENTIFYING AVAILABLE RESOURCES

BOOKS AND BOOK REVIEWS

Since the mid 1980's, many libraries, including UWF, have replaced their card catalogs with online catalogs. These computerized catalogs provide access to a library's collections and a variety of other databases as well.

The UWF online catalog is named LUIS (Library User Information Service). WebLUIS is the version of LUIS available on the Internet. WebLUIS may be accessed on computers located throughout the library and WebLUIS may also be reached from any computer with access to the Internet (www.uwf.lib.edu). WebLUIS is part of a network among the nine state universities which allows researchers to access not only their institution's catalog but other state university library catalogs as well. In addition, databases providing citations to journal articles, reports and other information are available on WebLUIS. Among the collections listed on the UWF Catalog on WebLUIS are books and government documents.

Government Documents often contain statistics, hearings, reports and other information produced by government agencies. Many documents are published in print (located in the documents collection in the reference department), accessible through the Internet (see Chapter Two), and available on CD-ROM (located on reference computers).

There are several methods (Basic, Advanced, and Command) of searching the UWF Catalog on WebLUIS. Many of the search techniques introduced for the WebLUIS databases in Chapter Five may be used in the UWF Catalog. Examples of typical searches for books and government publications in the UWF Catalog are:

| WebLUIS |

University of West Florida Library Catalog
Basic Search:

Select a search type: Type your search term(s):

From the Basic Search screen, highlight search type and type in the search term(s) in the box.

Press , Submit or Enter.

AUTHOR search. Examples:

ginsberg, leon
national association of social workers

SUBJECT search. Example:

social service

TITLE search. Example:

sociology of social work

TITLE OF JOURNAL/MAGAZINE/NEWSPAPER search. Example:

social service review

KEYWORD search. Example:

addiction

Proximity operators of adj, near and same are available to enhance keyword searching. ADJ instructs the system to search for the terms requested in the order specified and NEAR asks the system to search for the adjoining terms in any order. SAME requires that the terms are both located in the same field of the record.

Example:

child adj abuse
teenagers near alcohol
caring same famil?

Searches may be further limited by language, location, format, and date. Once books have been identified in WebLUIS and located in the library, researchers may want to evaluate the book's value. Book reviews, which are often contained in journals, help determine whether or
CHAPTER THREE - ADDING TO AVAILABLE RESOURCES

GUIDES TO THE LITERATURE AND BIBLIOGRAPHIES

A guide to the literature introduces the researcher to examples of types of reference sources available on a given topic. There are various publications that are grouped either in the category of finding aids or directional sources (e.g., indexes, bibliographies) or reference works containing content (e.g., dictionaries, encyclopedias, handbooks). Guides to the literature list examples of these types and may in some cases include annotations or criticisms of the sources.

A social work student may find a guide which concentrates on the social sciences useful in identifying sources related to subjects in social work and other behavioral sciences. A standard example is:


This one volume guide offers good introductions to the social sciences, each in a separate chapter. Important monographs on the development, organization and content of the discipline and its subfields are listed, followed by an annotated list of major reference works in the discipline. There is an inclusive author, title, and subject index.

The guide listed above will suggest reference sources which relate to social work, however, the most specialized example of this type of reference work is:


Provides annotated bibliographies of reference sources in social work including encyclopedias, dictionaries, handbooks, directories, indexes, and abstracts. This source also provides research information.

Bibliographies are lists of sources arranged by subject, author, title, date or other category. They may include listings of books, periodicals, manuscripts, non-print media, or
machine-readable databases. To students in social work, relevant bibliographies may be time-saving research aids that will provide substantive lists of sources. Sometimes the bibliographies are annotated, which means that a brief summary of the article or book is provided. The annotations allow the researcher to decide whether or not the particular title is relevant. It is important that students notice the date of any bibliography and update the information with periodical indexes and other sources if necessary.

In order to locate the sources, students should accurately and completely record citations. The standard bibliographic information needed to correctly cite journal articles includes the author, title, journal name, volume and issue number, and date of publication. Necessary information to cite books includes the author, title, publisher, place of publication, and the date of publication.

Bibliographies often appear in either a book length format or as an appendix to a book or journal article. A "bibliography of bibliographies" contains citations to bibliographies on a particular subject. One such source which lists both book length and appended bibliographies is:

Published in April and August, and cumulated annually in December, this work lists book length and appended bibliographies that include more than fifty citations. The source is international in scope and is arranged by subject. Notes at the beginning of each volume explain the citation forms used in the entries.

Specialized bibliographies that provide citations to sources on a specific subject are extremely useful. These sources often include comprehensive coverage of a variety of materials relevant to social work. An example of this type of bibliography is:

CHAPTER FOUR
PERIODICALS

The purpose of this chapter is to describe the value of periodicals in social work research and to indicate how these sources can most efficiently be used. There are two types of periodicals, namely, general magazines and scholarly journals.

A general periodical usually covers a broad range of subjects that would appeal to general readers with various interests. General periodicals such as The New Yorker, Harper's, Time, Newsweek, and Atlantic Monthly may serve to broaden a student's knowledge of current events, social problems and public opinion. These periodicals are indexed in databases such as the General Academic Index and WilsonSelect.

Scholarly journals provide articles written by specialists and evaluated by scholars before being accepted for publication. These journals, often published by professional organizations or academic institutions, represent the most recent research in an academic discipline. Since these articles may contain current information, it is important that the student research the journal literature to be sure that their sources are comprehensive and up-to-date. Journals may be devoted to a particular discipline (e.g., Social Work) or to a specific category (e.g., Child Abuse and Neglect). Scholarly journals are indexed in sources such as Social Sciences Citation Index, PsycINFO, Social Work Research and Abstracts. An example of a scholarly journal in social work is:

Social Work. (HV 1 S645) Silver Spring, MD.: National Association of Social Workers, 1956-

Issued bi-monthly, this professional journal publishes articles that examine established practices, new research and current social problems. Regular features include book reviews, "Points and Viewpoints" about controversial matters and "Notes for Practice" which deals with current trends in social work.
Other major social work journals and periodicals that relate to a topic in social work may be identified by consulting:


Organized in over 100 subject areas such as aging, art, sociological sciences, economics, health, law, psychology, and sociology, this directory provides publication information and evaluative annotations for over 7000 journals.
Indexes primarily identify journal articles on a specific subject, but they may also provide coverage of newspapers, government publications, reports, and chapters of books. Indexes usually provide citations to sources, whereas abstracts provide both citations and summaries of articles. Indexes and abstracts represent numerous disciplines and they are available in printed and electronic formats. Electronic indexes relevant to social work are available on WebLUIS, CD-ROM, and on remote sources. WebLUIS indexes such as the General Academic Index, PsycINFO, and Current Contents are searched by using the menu options for indexes on the main WebLUIS menu. The LAN (local area network) is a group of frequently used databases, including Social Work Abstracts and Sociofile, located on the computers near the reference desk. Other electronically available sources such as Datastar provide access to the Social Sciences Citation Index among other databases.

Terms entered into databases may be restricted to specific subject headings (e.g., Library of Congress Subject Headings in WebLUIS, and thesauri in Sociofile and PsycINFO) depending upon the database. Most databases also allow the use of keyword or free text searching.

Boolean logic allows the establishing of relationships between words and terms in most databases. Typical words used in boolean logic are AND, OR, and NOT. The following examples illustrate the use of boolean logic:

AND addiction and treatment

domestic and abuse
OR elderly or aged
anxiety or worry

NOT children not infants
divorce not separation.

**CD-ROM Indexes**

Social Work Abstracts and Sociofile are CD-ROMs available on a library network. They are accessible from computers located near the Reference Desk. These databases allow you to search keywords or select terms from a thesaurus and/or an index. A set is created for each selected term and these sets may then be combined using boolean logic.

Typical Search:  
#1 family relations
#2 remarriage
#3 #1 and #2

This source contains citations to and abstracts of articles from scholarly journals in social work. Coverage of family issues, social work policy, delinquency, addiction and other areas of concern to social work students is excellent.

Sociofile. 1973- (CD-ROM LAN)  
SOCIOFILE is the computerized version of Sociological Abstracts (Ref. HM 1 S67). It provides citations to articles in over 20,000 journals and to dissertations relating to Sociology. The same searching techniques used in Social Work Abstracts may be conducted in Sociofile.

**WebLUIS Databases**

The WebLUIS databases relevant to social work are PsycINFO, Academic Index, and Current Contents. The Basic Search described in Chapter Two may be used to input terms or the
Advanced Search screen may be used to combine several terms.

Advanced Search:
Search in:

for

and

or

not

The above search instructs the computer to search in the Academic Index for articles by Gordon on either children and public welfare or infants and public welfare. The results of the search will be a list of journal article titles displayed chronologically. Each title may be clicked on to get the full bibliographic citation and the command “owning libs” provides a link to the library’s holdings for each journal title listed.

PsycINFO. 1887- (WebLUIS)
This database contains citations with abstracts to journal articles, books and chapters of books in psychology. A list of subject headings is included in the Thesaurus of Psychological Index Terms (located near the reference computers). PsycINFO is the computerized version of Psychological Abstracts (Ref. BF P65).

Academic Index. 1982- (WebLUIS)
Nearly 1,000 scholarly and popular journals are indexed in the Academic Index. Broad subject coverage of the humanities, social sciences, and sciences is provided in this
database. Some of the articles may be viewed in the Academic Index (click on the message “Electronic Copy”).

Current Contents. Current Year (WebLUIS)
Coverage of the current issues of over 6600 journals is provided in this database.

FirstSearch

In addition to WebLUIS, FirstSearch is a gateway to approximately 60 databases that provide access to citations, abstracts, and, in some cases, full text versions of journal articles. FirstSearch may be accessed by using the WebLUIS list of databases and gateways from the Library Homepage. The basic and advanced searching screens of FirstSearch are similar to the WebLUIS search formats. FirstSearch databases that are most relevant to social work include

Social Science Abstracts and WilsonSelect.

Social Science Abstracts. 1983- (Indexing) and 1994- (Abstracting) (FirstSearch)
Nearly 400 scholarly social science journals are indexed in the Social Science Abstracts. It is similar in coverage to the Social Sciences Index (AI 3 .S62).

WilsonSelect. 1994- (FirstSearch)
Coverage of over 800 journals from a variety of subject areas is provided in this full text database.

Remote Access

The Social Science Citation Index may be found on DATASTAR. The unique feature of this index is citation searching. An author’s name may be searched in order to identify the number of times the author has been cited in subsequent publications. The resulting citations are from journals in the social sciences.

Social Science Citation Index. 1981- (DATASTAR, Reference Desk)
This index, available on DATASTAR, provides author, subject and cited author access to articles in social science journals. The unique citation feature of this index allows the researcher to determine how often and by whom an author's work has been cited.

DATASTAR Instructions:
To Access DataStar:

Locate a computer (gold, blue, red or purple) in the UWF Library, open the Online Databases folder and click on DataStar on the Web. ......or

Locate a computer (gold, blue, red or purple) in the UWF Library, open the Online Databases folder and click on DataStar on the Web. ......or

Use Netscape browser to submit the url: http://dsweb.krinfo.ch to reach the same location.

When a password is needed, ask the librarian to sign in for you.

To Access SOCIAL SCIENCES CITATION INDEX

In the Online Databases folder, select the database code.

To Search by Keyword

Type in chosen keywords in dialog boxes and select FULL DOCUMENT.

To Search by Cited Reference

Type in authors last name, initials and ?. Ex. (Senn-y-r?)

A list of names beginning with this combination will display.

Select the appropriate name

A list of articles that mentioned the cite in its bibliography will display.

To Display the records

Select Display on the Netscape browser.

To Print or Save the records

Select File on the Netscape browser.

If Print is selected, laser copies will be generated at the Reference computer at $.15 a page for UWF affiliates.

If Save As is selected, insert a high density disk and select Drive A.

If Save As is selected, a dialog box will require that Drive A be selected.

If Save As is selected, select File for the new filename. Change type of file to plain text rather than html.

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CHAPTER SIX - BEYOND BOOKS AND PERIODICALS

THE INTERNET

The Internet is a vast resource of information. The Internet is a network of computer networks designed by different vendors that allows sharing of information among Internet users. What began as a government research project designed for military use is now international in scope with countless new sites being added daily. An Internet site may be a personal computer in a private home or a large network on a university campus. Library catalogs, online bibliographies, books, journals, discussion groups, news groups and government documents are all examples of material accessible on the Internet. Sites may be freely accessible to all users, limited to paying subscribers, or restricted to certain user groups.

The Internet is massive and disorganized. Software (e.g., World Wide Web) has been developed to guide the user through this incredible maze of information. Other online search tools are the search engines (e.g., Yahoo, Alta Vista, Excite, Lycos, Webcrawler) which help retrieve and display relevant information on the Internet. (Metasearch engines are capable of searching multiple engines - e.g., Savvysearch, Starting point, Metacrawler.)

Usually, a search engine allows the user to type in a search term(s) or a site address (URL). Most search engines permit the user to search a single term, a phrase (in quotes), or words that are associated with each other (using AND, OR, NOT). Retrieved materials are often displayed in order of relevance.

Sites on the Internet are identified by a URL (Uniform Resource Locator) which is the site’s address. Usually a URL is preceded by http:// (e.g., http://www.lib.uwf.edu). The URL designates membership in a domain (.com, commercial; .edu, educational; .gov, government; .mil, military; .net, network support; .org, organization).

Exploring the Internet for social work information may lead the searcher to university web sites that are links to departments of social work (e.g., www.social.uiuc.edu, www.csw.utk.edu, www.colostate.edu/Depts/SocWk/webstuff.html) or to social work agency web sites (e.g., www.naswdc.org). Many government publications (e.g., www.ssa.gov) and some journals (e.g., www.journals.uchicago.edu/SSR/) are also available on the Internet. A helpful guide to searching the Internet to locate social work related information is:
This source provides an overview of the Internet, descriptions of a variety of Internet resource locations in the social sciences, and examples of site addresses. The chapter on social work covers Internet sites on issues such as ethics, client advocacy, adolescence, marriage, health care, community service, diversity, aging, and domestic violence.

The Internet is a dynamic source and sites are often moved, abandoned, or changed. It is good practice to identify metalists which are maintained and updated by webmasters. Webmasters search and attempt to list helpful sites in different areas. Some helpful URLs and metalists for social work are:

- Center for On-Line Addiction http://netaddiction.com
- Child Welfare League of America http://cwla.org
- Council on Social Work Education http://www.cswe.org
- Dept. of Health and Human Services http://os.dhhs.gov
- Eldercare Web http://www.elderweb.com/altelder.htm
- International Federation of Social Workers http://www.ifsw.org
- Internet NonProfit Center http://www.nonprofits.org
- Natl. Assn. for Family Based Services http://www.nafbs.org
- National Association of Social Workers http://www.naswdc.org
- National Coalition for the Homeless http://www2.ari.net/home/nch/
- Neighborhoods Online http://www.libertynet.org
CHAPTER SEVEN - SUPPLEMENTARY SOURCES
DIRECTORIES AND STATISTICS

Directories, such as the telephone directory, are merely lists of people, businesses, agencies or organizations. These sources may also provide addresses, telephone numbers, biographical summaries, descriptive summaries and other brief forms of data. Because valuable sources of information may be people or organizations, it is important to obtain current information to locate them. The types of directories described below aid in identifying public welfare agencies and sources for obtaining grants. Some of these directories may be available through online computer services in the library and may be accessed by the same methods described in the previous chapter.

Catalog of Federal Domestic Assistance. (Ref. Desk Pr Ex 2.20: or Internet, http://www.gsa.gov/fdac)
Washington, DC: Government Printing Office, 1965-
A comprehensive listing of federal programs and activities providing assistance or benefits to the American public. Information about the agency funding the assistance, the objectives, type, eligibility requirements, regulations and restrictions, application information, examples of funded projects, and criteria for selecting proposals are provided for each entry. Detailed indexes by agency, program, deadline date, function, and subject enhance the accessibility of this directory.

Annual.
Federal, state and local public assistance and welfare agencies are listed in this source. A summary of the public welfare administration and a list of places to write for information on assistance, birth and death records, marriage and divorce records, mental health agencies, etc. are provided for each state.

Human services research frequently includes the compilation and analysis of data regarding various social, demographic, economic or psychological characteristics of populations. Although social science research tools, such as surveys and questionnaires, may provide the researcher with raw data collected from subjects in a particular study. A researcher may also want to consult (for purposes of comparison, trend analysis, etc.) data compiled by private and governmental groups.

Once a year the U.S. government publishes a handbook of statistical information which summarizes much of the statistical research done by various agencies. Since each table gives the name of the agency which compiled the data, the researcher can identify the source which contains more detailed information. This
handbook is known as:

This one volume source presents summary statistics in the political, social and economic organization of the United States. The typical scope of the statistics are at the national and state level. References are provided for the sources of the statistics.

Other helpful statistical compendiums are:

A comprehensive volume containing annual statistics on the social, economic, and political organizations of Florida. Statistics are usually reported at the county and city level. References to the sources of the statistics are provided.

State profiles of children’s health and well-being. See also Key Facts About Children (Ref. HQ 792 U5 K4 v.6 1996) which is a report on the status of Florida’s children.
CHAPTER EIGHT - SUPPLEMENTARY SOURCES

LEGAL MATERIALS

In social work research or in practice, it may be necessary to know governmental policy about social issues. It is the purpose of this chapter to describe sources that contain the laws, regulations, rules and court cases that reflect governmental policy.

The United States Congress creates laws after holding committee hearings and issuing reports. Following the passage of a law, it is published separately as a "slip law" and later compiled chronologically in the UNITED STATES STATUTES AT LARGE. These laws are subsequently "codified" or incorporated into the UNITED STATES CODE and the UNITED STATES CODE ANNOTATED which are arranged under 50 titles or subject categories.

Arranged by subject categories called titles, which are divided into chapters, the code contains summaries of all general and permanent laws of the United States in force when it was published. The United States Code Annotated also provides references to court cases that are relevant to the laws. The Code is updated annually by cumulative supplements. Indexes by word and popular name of the law facilitate access to the Code and provide Statute references.

Technically, Congress creates laws and government agencies issue rules and regulations based on those laws. The regulations often have a direct impact on social workers and researchers. As the regulations are made, they are published in the FEDERAL REGISTER (issued daily) in chronological order and are later compiled into the CODE OF FEDERAL REGULATIONS by broad subject categories.

This set is the codified version of material published currently in the Federal Register (KF 70 A2). The Code includes rules and regulations of the bureaus and departments of the government, all presidential proclamations and executive orders, and decisions of fact-finding bodies. It is kept up-to-date by supplements and it cumulates annually. The citations of this set are written: "Title number" CFR "Section number" (42 CFR 2). A one volume index provides subject access to the Code.

Another type of legal source is a product of the judicial system of the United States. As cases are tried and opinions and decisions granted, these transactions are recorded in sources called "reporters." Each level of
the court system has a reporter which includes cases arranged chronologically. Citations to the reporters follow the format: volume number, reporter abbreviation, page number, (45 U.S. 235). The highest court, the Supreme Court, reports its cases in:

**United States Reports, Cases Adjudged in the Supreme Court.** (Ref. KF 101 U5). Washington, D.C.: Government Printing Office, 1817-

This official record of the decisions of the Supreme Court includes a list of the justices, tables of cases reported, table of statutes, the cases, and an index in each bound volume. Before they are bound, the decisions are issued as "slip opinions."

Subject access to reporters is provided in sources named "digests". The **Digest of the U.S. Supreme Court Reporter** allows access to the Supreme Court cases by broad category, specific subject and case name.

The Florida legal system has a similar structure. Florida laws that are currently in force are published in **Florida Statutes** (Ref. KFF 30 A1 F55). Rules and regulations generated by bureaus and departments in Florida are found in the **Florida Administrative Code** (Ref. KFF 35 1986 A22). Both the Statutes and the Code have index volumes that provide access to the main volumes. Finally, most of the cases adjudged in Florida are contained in the **Southern Reporter** (Ref. KF 135 .S8). Subject, case name, and keyword access to these cases is found in **West’s Florida Digest** (Ref. KFF 47.1 .F552).

Many federal and state legal sources are available in both print and electronic formats. Official government publications, including the statutes and cases are accessible on the Internet and on databases such as Westlaw and Lexis-Nexis Academic Universe. The electronic databases usually are more current and have more flexible indexes than the printed versions. However, sometimes archival information is only available in print. The Electronic Library Initiative (ELI) on the Library’s homepage (http://www.lib.uwf.edu) has a law component that lists legal sources in both print and electronic formats.